APPLICATION

NYU Langone Medical Center (NYULMC)

PURPOSE

To minimize the risk of fire by establishing a formal procedure for reporting, investigating, and evaluating all fire incidents and implementing corrective actions as needed.

POLICY AND GENERAL INFORMATION

1.0 NYULMC personnel must report all fire incidents, regardless of severity, immediately by pulling the nearest fire alarm pull station and calling 33-911 (main campus) or 3-911 (HJD campus).

2.0 Environmental Health and Safety (EH&S) at the main campus or HJD Loss Prevention at the HJD campus investigate each fire incident within 48 hours of the incident.

3.0 EH&S for the main campus or HJD Loss Prevention for the HJD campus prepare a written report (see Appendix A) within 72 hours of the incident. The report contains all pertinent data and recommendations for corrective action to prevent occurrences of fires of a similar type and etiology. It also includes recommendations for improving the medical center’s fire brigade response.

3.1 If an incident involved a patient or had the potential to impact patients, a copy of the report is forwarded to Hospital Administration.

4.0 EH&S and HJD Loss Prevention follow-up with other departments when corrective actions are needed.

5.0 EH&S and HJD Loss Prevention prepare an annual analysis of fire incidents and present it to the Environment of Care committee and HJD Environment of Care subcommittee (HJD campus).

Appendix A

| Issue date | 10/11 |
| Replaces   | 9/09  |
| Reviewed by| B. Bjornstad, Environmental Health and Safety  
            T. Fascianella, HJD Loss Prevention  
            NYUHC Environment of Care Committee |

Revised: October 2011
NYULMC Fire Alarm Incident Report
Environmental Health & Safety

Incident date ______________       Incident time ______________       All clear time ______________

Initial EH&S responder(s) _________________________________________

Communications announcement?       Yes          No                               Alarm sounded?        Yes          No

Location ___________________________________________________________________________________________

Type of device _____________________________________     Bell Code ____________________________________

Problems with code sequence?  If yes, describe: ___________________________________________________________

Brief description of incident:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Names of employees who responded to incident: _______________________________________________________________
_________________________________________________________________________________________________________
____________________________________________________________________________________________________________

FDNY response to incident: ______________________________________________________

Unwarranted alarm?  (Yes    No)    If yes, why did alarm sound? _______________________________________________

Unnecessary alarm?   (Yes    No)    If yes, why did alarm sound? _______________________________________________

Fire?  (Yes    No)    If yes, type and equipment/materials (combustibles/solvents) involved: _________________________
__________________________________________________________________________________________________

Sprinklers used?  (Yes    No)    If yes, how many heads?  _____________________________________________________

Extinguishers used?  (Yes    No)    If used, how many, what type, and who used them? ____________________________
__________________________________________________________________________________________________

Evacuation?  (Yes    No)    If yes, where to and who made decision to evacuate? _________________________________
__________________________________________________________________________________________________

Damage?  (Yes    No)    If yes, describe: __________________________________________________________________
__________________________________________________________________________________________________
Direct cause of fire:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Indirect cause of fire:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Contributing factors:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Recommendations for preventing recurrence:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Recommendations for improving brigade response:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Actions taken on recommendations:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Other observations/comments:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Prepared by:  _______________________________                FM_EHS/SAFETY/SAFPOL/2009policies/113fireinv-11-app            Revised 6/1